

DUTY STATEMENT

Classification: Energy Commission Specialist II (FO)	Position No. 8200-4948-005
CBID: R10	Office: Demand Analysis
Date Prepared: December 22, 2008	Division: Electricity Supply Analysis
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of an Energy Commission Supervisor II, the Energy Commission Specialist II (FO) will be responsible for managing Demand Analysis Office activities related to legislative mandates on energy efficiency in California's utilities. The incumbent will provide expert guidance on the data collection, analyses, and findings relevant to the energy efficiency potential and savings impacts in publicly owned utilities (POU) and investor-owned utilities (IOU), manage the production of research and policy reports summarizing program effects, and provide recommendations to improve POU energy savings. The incumbent will keep management and Commissioners informed and will recommend Energy Commission policy regarding publicly owned utility efficiency programs. Responsibilities will include leading Energy Commission technical staff and directing contractors. The incumbent must work collaboratively with the California Public Utilities Commission (CPUC), utilities, and other interested parties. The Energy Commission Specialist II (FO) will serve as subject matter expert in the dissemination of findings in testimony before public agencies as required.

WORKING CONDITIONS: The work is performed primarily indoors in an office and meeting-room setting and involves sitting, standing, and walking. Travel may be necessary to attend workshops, hearings, and meetings away from the Energy Commission's headquarters.

DUTIES AND RESPONSIBILITIES:

- 30% Serve as prime resource expert on energy efficiency programs of the publicly owned utilities. Oversee all activities related to the Energy Commission's responsibilities under SB 1037 (2005) and AB 2021 (2006) including annual data collection and analysis of POU energy consumption and efficiency program results and triennial analysis of POU efficiency potential for setting statewide savings targets. (E)
- 25% Provide expertise and represent the Energy Commission in the development, implementation, and review of the independent evaluation studies that measure and verify the POU savings. Assure appropriateness of analytical methods, consistency, validity of data, and professional practices related to evaluation, measurement, and verification of energy savings. (E)
- 20% Lead the work of other technical staff and coordinate with utility personnel to receive timely data and other information from them. (E)
- 15% Lead workshops and meetings to discuss plans for developing mandated products. Oversee working groups with POU associations and POU representatives. Prepare

DUTY STATEMENT

procedures for data reporting to inform Energy Commission decisions regarding POU efficiency and POU-IOU efficiency potential estimates and targets. (E)

- 5% Make presentations to Commissioners, Executive Office, Division management, and POU governing boards concerning improvements that POU could make in their efficiency efforts. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____ Employee	_____ Date	_____ Supervisor	_____ Date